

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **SENIOR MANAGEMENT ANALYST**

DEPARTMENT: **VARIES**

BASIC FUNCTION:

Under general direction, to perform variety of difficult and/or complex professional, technical, analytical and administrative duties for assigned function; and to perform related responsibilities as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class perform a wide variety of the most difficult and complex tasks and responsibilities which vary depending on their job assignments. Duties require the ability to perform comprehensive analysis of difficult problems, issues and situations, choose among a number and variety of alternatives in solving the problems, make recommendations and assist in the implementation of the recommendations. The assigned work may involve supervision of other employees.

KEY RESPONSIBILITIES:

Assist in the development of goals, objectives, policies and priorities for the organizational function to which assigned.

Conduct surveys and perform research and statistical analysis on complex administrative, fiscal, personnel and operational problems.

Perform complex and difficult organizational and budget analysis; analyze data, make recommendations, prepare complete reports and make presentations on the formulation of policy and procedure, staffing and organizational requirements.

Review, analyze, and develop recommendations regarding the impact of state, federal and local legislation on assigned areas.

Represent the City in the community and at professional meetings as required.

Assist in the coordination of activities with other City departments and divisions, and with outside agencies; interpret rules, regulations, policies and procedures of assigned functions.

Coordinate purchasing, personnel and other administrative functions and activities for the department or division to which assigned.

Coordinate and administer department budgets and contracts; evaluate and recommend staffing needs, equipment, materials and supplies.

Provides staff assistance to the City Council, boards and commissions; prepare agendas and act as liaison during commission meetings.

Conduct fiscal analytical studies and prepare and submit data and reports involving the evaluation of departmental operations and service programs, state federal and regional legislation and regulations.

Respond to citizen complaints and requests for information.

Prepare, track and review applications for funding assistance with other governmental agencies.

Assign work to subordinate personnel, providing instructions and answering questions: coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness: evaluate work techniques and methods for conformance to established standards.

Perform other related duties as required.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles of organization, administration, budget and personnel management.

Department organization, strategic planning efforts, mission, vision, values, goals and objectives.

Municipal codes, policies, procedures, and practices applicable to the work assigned.

Methods and techniques of research, statistical analysis and report presentation.

Federal, state, local laws, regulations affecting assigned responsibilities.

Ability to:

Perform complex organizational and budget analysis and present recommendations in a meaningful way.

Interpret and make recommendations and decisions in accordance with laws, regulations, policies and procedures impacting human resource administration.

Utilize software applications, such as, word processing, spreadsheet, database management, and graphics presentation as required by the duties of the job.

Understand, interpret and respond effectively to community and organization needs.

Communicate clearly and concisely, orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Work cooperatively and effectively with management staff, employees, community, employers, developers, public groups, and others.

Supervise, train and evaluate assigned staff.

Research, analyze and prepare comprehensive reports and make recommendations.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in public administration or related field, and two years of administrative, budgetary or other management experience similar to the duties assigned to the Management Analyst class.

A masters degree in public administration or related field is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment;

and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to City work sites or other sites for meetings.

This is an at-will Management classification.

DATE APPROVED: June 1999

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits